

SAMPLE CLOSE-OUT REVIEW WITH INCIDENT MANAGEMENT TEAM

This is a sample outline for use by the agency administrator in the close out review with the incident management team. It may not include all appropriate topics.

INTRODUCTIONS (Conducted by agency administrator). Assure that all of the "new faces" at this meeting are known to entire group.

REVIEW CRITIQUE CONSIDERATIONS (Conducted by agency administrator.)

1. Emphasize that the evaluation will be two-way.
2. Be candid and objective, not offensive and accusatory.
3. Deal with real management issues.
4. Attack the situation and incident, not the people involved.
5. Remember that a self-critique is usually more acceptable to all people.
6. Identify strengths as well as weaknesses.
7. Determine how well the team reacted to correct problems.
8. During analysis of problems, do not limit the review to first-level causes.
9. Remember that the team works for you and your agency.
10. Analyze both costs and benefits and be sure you are not analyzing "apples and oranges".
11. Include an evaluation of the incident impacts on the resource.
12. Consider both individual and team performances.
13. Determine appropriateness of safety considerations and risk taking.

SEQUENTIAL REVIEW OF ISSUES, CONCERNS AND OPPORTUNITIES
(Conducted by Incident Commander.)

1. Mobilization.
2. Briefing:
 - a. Agency administrator direction/delegation
 - b. WFSA
 - c. Resource advisor
3. Interagency agreements and direction.
4. Pre-arrival orders.
5. Camp and facility issues.
6. Community relations.
7. Transition/cooperation with other incident management teams.
8. Expanded dispatch operations.
9. Agency administrator's representative (agency advisor).

WILDLAND FIRE MANAGEMENT
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Evaluation and Review

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10. Operations.
11. Personal welfare and safety.
12. Cost considerations.
13. Land ethics and land management objectives.
14. Information Officer items.
15. Contracting, finance and property considerations.
16. Demobilization.

CLOSING COMMENTS BY INCIDENT COMMANDER/TEAM

CLOSING COMMENTS BY AGENCY ADMINISTRATOR